

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
FISCAL/ADMINISTRATIVE ASSISTANT
WORKERS' COMPENSATION UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current Fiscal/Administrative Assistant examination list.

Location: 165 Capitol Avenue, Hartford, CT 06106

Job Posting No: 00105992

Hours: 80 hours biweekly

Salary: \$52,593 to \$66,923 New Hires to State Service will start at the minimum of \$52,593

Closing Date: October 15, 2013

Eligibility Requirement: Candidates must have applied for and passed the Fiscal/Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The main duties of this position will be administering the overpayment tracking system and the Master Insurance Program.

Knowledge, Skills and Abilities: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices, basic interpersonal skills; oral and written communication skills, ability in arithmetic computations, ability to utilize EDP systems for financial management.

General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing. Note: Complex clerical work is defined as generally routine fiscal/administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk.

Preferred Experience With: Microsoft Excel; Microsoft Access; CORE-CT or PeopleSoft, Workers' Compensation administration

Preferred Skills: Analytical and organizational skills; oral and written communication skills.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State of Connecticut Application form for Examination and Employment (CT-HR-12) and your last 2 performance evaluations if you are a State Employee to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
165 CAPITOL AVENUE, 5TH FLOOR EAST
HARTFORD, CT 06106
ATTN: EILEEN MORIN
FAX: 860-622-2834 or email to: eileen.morin@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.